

| ■ New Registration | ☐ Address Change |
|--------------------|------------------|
| ☐ Ownership Change | ☐ Change of Use  |

# **City of Redmond In-City Commercial Business License Application**

15670 NE 85<sup>th</sup> St Phone: 425-556-2193 PO Box 97010 MS: 2SPL Fax: 425-556-2400 Redmond, WA 98073-9710

businesslicense@redmond.gov Email:

(This box for internal use only)

License #: \_\_\_

NAICS Code: \_\_\_

In accordance with the Redmond Zoning Code, your business must be an allowed use at your proposed location. For verification contact the Counter Planner at 425.556.2494 or at planner on call@redmond.gov.

# **Instructions for Completion**

All items must be completed. Please print or type.

Refer to the fee schedule on the back of this form to calculate fee due. Payment must accompany completed application.

All licenses EXPIRE DECEMBER 31. Renewals are due JANUARY 1. After FEBRUARY 15 penalties will be added.

License fees are not prorated. A business license is not transferrable with new ownership.

Our office must be notified immediately if business address or ownership changes.

Business may not operate until the application is approved in accordance with Redmond Municipal Code 5.04.040.

| Section A: Business Information 425.556.2193 <u>businesslicense@redmond.gov</u> |  |   |  |
|---|--|---|--|
| 1.  | Business Name:   |   |  |
| 2.  | DBA (if any):  |   |  |
| 3.  | Business Location:   | 4. Mailing Address (if different):  |  |
|   | Bldg # (if any) Suite # (if any)   |   |  |
| 5.  | Business phone:  | 6. Email address:   |  |
| 7.  | Owner of business property: $\square$ applicant $\square$ renting Landlord name  | g subleasing space at an existing business  Landlord phone #                                    |  |
| 8.  |  |   |  |
| 10.   | Emergency contact name(s) and phone number(s):   |   |  |
|   |  |   |  |
| 11.   | Business Type (check one): $\square$ Sole Proprietor $\square$   | ☐ Partnership ☐ Limited Liability ☐ Corporation   |  |
|   | ☐ Non-profit – a copy of the IRS 501(C)(3) Federal Exempt  | ption certificate must be attached to this application.   |  |
| 12.   | Please provide a detailed description of your business and building (e.g. proposed office area, manufacturing, retail, e | nd the nature of the activities proposed on site/within the , etc.).                            |  |
|   |  |   |  |
| 13.   | Gross square feet of floor space:  | 14. Fee due \$  |  |
| 15.   | Date business opened in Redmond:   | MINIMUM FEE is \$92.00. Complete fee schedule on p. 4.  Make checks payable to City of Redmond. |  |

16. List all owners/officers. If there are more than three owners/officers, please list on a separate sheet and attach.

| Name | Title | Home Address | Home Phone |
|------|-------|--------------|------------|
|      |       |              |            |
|      |       |              |            |
|      |       |              |            |

| Section B: Local Facility Contact Information  |  |                |       |        |
|--|--|----------------|-------|--------|
| Please provide a <i>local</i> contact person, phone number and email address for questions we may have regarding this application and to schedule site visits at the facility.   |  |                |       |        |
| 1.   | Contact Name 2. Title or Pos   | sition         |       |        |
| 3.   | Contact Phone EXT 4. Contact e-n   | nail           |       |        |
|  |  |                |       |        |
| Please check yes or no to each of the questions in Sections C through G. If you answer yes to any questions you may need to provide additional information and/or allow an inspection to be completed by the Fire Prevention Department. If you have questions regarding the information requested please refer to the Department contact information provided at the beginning of each section. |  |                |       |        |
|  |  |                |       |        |
| Sec  | tion C: Planning Department 425.556.2494 <u>planneroncall@redmond.gov</u>  |                |       |        |
| 1.   | Are you planning on opening a restaurant, daycare, or a business with an assembly and/or edu   | ucational use? | ☐ YES | □ NO   |
| 2.   | Do you have 100 or more employees who arrive to work between 6:00 and 9:00AM?  |                | ☐ YES | □ NO   |
| C  | Land D. D. Haller December 1 425 FFC 2402  |                |       |        |
|  | tion D: Building Department 425.556.2493 <u>plansexaminer@redmond.gov</u>  |                |       |        |
|  | Previous IBC Occupancy (if known):   |                |       |        |
| 2.   | Change of use occurring on the property (e.g. retail to restaurant)  Describe change of use:   |                | ☐ YES | □ NO   |
| 3.   | Is there rack storage taller than 5 feet 9 inches being installed for the use of this business?  |                | ☐ YES | □ NO   |
| _  |  |                |       |        |
|  | tion E: Natural Resources Department 425.556.2753 <u>hazmat@redmond.gov</u>  |                |       |        |
|  | any of the following located, conducted or proposed at the property?   |                |       |        |
| 1.   | Heating equipment fuel/oil storage tanks existing prior to 10/21/03 with a capacity of less than 1,100 gallons.  | ☐ DO NOT KNOW  | ☐ YES | □NO    |
| 2.   | Material for retail sale in an original container with a capacity less than or equal to 5 gallons liquid or 100 pounds solid <u>per container</u> .                      |                | ☐ YES | □NO    |
| 3.   | Cleaning, washing or rinsing of vehicles, parts or equipment   |                | ☐ YES | □NO    |
| 4.   | Hydraulic lifts or elevators (do not include mobile forklifts)   |                | ☐ YES | □NO    |
| 5.   | Liquid petroleum refining, reprocessing and storage  |                | ☐ YES | □NO    |
| 6.   |  |                | ☐ YES |        |
|  | Hazardous waste treatment, storage, and disposal facilities except those defined under   |                |       |        |
|  | permit by rule for industrial wastewater treatment processes per WAC 173-303-802(5)(c)   |                | ☐ YES | □NO    |
| 8.   | Chemical manufacturing, including but not limited to organic and inorganic chemicals, plastics and resins, pharmaceuticals, cleaning compounds, paints and lacquers, and |                | ☐ YES | □NO    |
|  | agricultural chemicals   |                |       |        |
| 9.   | Dry cleaning establishment? If yes, indicate which cleaning solvent is used.   |                | ☐ YES | ☐ NO   |
|  | perchloroethylene hydrocarbon Other  |                |       |        |
| 10.  | Primary and secondary metal industries that manufacture, produce, smelt, or refine ferrous and non-ferrous metals from molten materials                                  |                | ☐ YES | □NO    |
| 11.  | Wood preserving and wood products preserving   |                | ☐ YES | □NO    |
| 12.  |  |                | YES   | □NO    |
| 13.  | Handling of products containing:   |                | ☐ YES | □NO    |
|  | ☐ PERC (Perchloroethylene, Tetrachloroethene, PCE) ☐ Trichloroethene (TCE) ☐ Benze   | ene            | _     |        |
|  | ☐ Toluene ☐ Ethylbenzene ☐ Xylene ☐ Methyl t-utyl (MTBE) ☐ Cyani   | de             |       |        |
| 14.  | Storm water infiltration systems (e.g., French drain, dry well, storm water swale, etc.) or other injection wells  | ☐ DO NOT KNOW  | ☐ YES | □NO    |
| 15.  | Water wells, monitoring wells, resource protection wells, piezometers, or cathodic protection  |                |       |        |
|  | wells.   | ☐ DO NOT KNOW  | ☐ YES | □ NO   |
| 16.  | Septic system  | ☐ DO NOT KNOW  | ☐ YES | □NO    |
|  | Process water discharged to the sewer system   | ☐ DO NOT KNOW  | ☐ YES | <br>NO |
|  |  |                |       |        |

| Section F: Fire Prevention Department 425.556.2220 <u>fireprevention</u>  | <u>@redmond.gov</u>  |   |                                    |
|---|--|---|------------------------------------|
| 1. Is there rack or shelf storage over 12 feet high at the facility?  |  | ☐ YES   | □ NO                               |
| 2. Is there storage of rubber tires, Group A plastics, flammable liquids, than 6 feet high?   | idle pallets, or similar commodities greater   | ☐ YES   | □ NO                               |
| 3. Do you have an area within your business where 50 or more people ☐ Meeting/Conference rooms ☐ Cafeterias ☐ Restaur   | congregate? cant seating   | ☐ YES   | □ NO                               |
| 4. Are there combustible dust producing operations conducted on site?   | ?  | ☐ YES   | □ NO                               |
| 5. Are cutting and welding activities conducted on site?  |  | ☐ YES   | □ NO                               |
| 6. Are there industrial ovens on site?  |  | ☐ YES   | □ NO                               |
| 7. Is there a repair garage or are motor fuel dispensing activities condu   | ucted on site?   | ☐ YES   | □ NO                               |
| 8. Are spraying or dipping activities conducted on site?  |  | ☐ YES   | □ NO                               |
| 9. Are compressed gases located on site?  |  | ☐ YES   | □ NO                               |
| <ul><li>10. Does your building have any of the following life safety systems?</li><li>☐ Fire sprinkler</li><li>☐ Fire alarm</li><li>☐ Kitchen hood &amp;</li></ul>  | DO NOT KNOW duct Other   | ☐ YES   | □ NO                               |
| If yes, please provide us the contact information for the building own responsible for maintaining the life safety systems:  Name   | ner or the owner's representative who is   |   |                                    |
|   |  |   |                                    |
|   |  |   |                                    |
| Section G: Hazardous Materials List 425.556.2753 hazmat@re  | edmond.gov   |   |                                    |
| "Hazardous materials" means any material, including any substance, concentration, or physical, chemical, or infectious characteristics may to, a substantial present or potential hazard to human health, safety, transported, disposed of, or otherwise managed. Examples of common  | y cause, or significantly contiribute property or the environment when imprope   | rly treated,  | stored,                            |
| hydrocarbons, antifreeze, dry cleaning solvents, etc.   | <u> </u>   | 17017to, pota-  |                                    |
| <ol> <li>Are hazardous materials handled, treated, used, produced, disposed If yes, indicate the approximate quantities of hazardous materials yet.</li> </ol>  | d of, or recycled at your facility? ou have on site.   | ☐ YES   | □ NO<br>ounds                      |
| <ol> <li>Are hazardous materials handled, treated, used, produced, disposed If yes, indicate the approximate quantities of hazardous materials yet.</li> </ol>  | d of, or recycled at your facility? ou have on site.  501 to 1,000 gallons/pounds  >1,00   | ☐ YES   | ounds                              |
| <ul> <li>hydrocarbons, antifreeze, dry cleaning solvents, etc.</li> <li>1. Are hazardous materials handled, treated, used, produced, disposed If yes, indicate the approximate quantities of hazardous materials yet &lt; 50 gallons/pounds □ 50 to 500 gallons/pounds</li> </ul>   | d of, or recycled at your facility? ou have on site.  501 to 1,000 gallons/pounds  >1,00   | ☐ YES   | ounds                              |
| <ul> <li>hydrocarbons, antifreeze, dry cleaning solvents, etc.</li> <li>1. Are hazardous materials handled, treated, used, produced, disposed If yes, indicate the approximate quantities of hazardous materials yet &lt; 50 gallons/pounds □ 50 to 500 gallons/pounds</li> </ul>   | d of, or recycled at your facility? bu have on site.  501 to 1,000 gallons/pounds >1,00  cription of the types of chemicals used at  cense is issued within 90 days following the form business license fee shall be forfeited.  | ☐ YES  00 gallons/p  t your facil  he date of  Upon wri                               | ounds                              |
| <ul> <li>hydrocarbons, antifreeze, dry cleaning solvents, etc.</li> <li>1. Are hazardous materials handled, treated, used, produced, disposed If yes, indicate the approximate quantities of hazardous materials yet </li> <li>incomplete or non-compliant applications for which no business liapplication shall expire and be inactivated, and at least the minimal complete.</li> </ul>  | d of, or recycled at your facility? bu have on site.  501 to 1,000 gallons/pounds >1,00  cription of the types of chemicals used at the company of the types of chemicals used at the company of the expiration date of the application on is true and correct to the best of my knowledge public records and are available for public inspection.   | TYES  Of gallons/p  t your facil  the date of  Upon write  ge. I acknowlection pursua | ounds  ilty:  itten  rledge ant to |
| Incomplete or non-compliant applications for which no business liapplication shall expire and be inactivated, and at least the minimarequest by the applicant, the Finance Director may grant extension are State of Washington RCW 42-17-260. I understand that failure to comply well application to face the application and the statements and information furnished by me on this application are State of Washington RCW 42-17-260. I understand that failure to comply well application shall expire with the statements and information furnished by me on this application are State of Washington RCW 42-17-260. I understand that failure to comply well application are statements and information furnished by me on this application are statements and information furnished that failure to comply well application are statements and information furnished by me on this application are statements and information furnished by me on this application are statements. | d of, or recycled at your facility?  bu have on site.  501 to 1,000 gallons/pounds   >1,000  cription of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of types o | TYES  Of gallons/p  t your facil  the date of  Upon write  ge. I acknowlection pursua | ounds  ilty:  itten  rledge ant to |
| Incomplete or non-compliant applications for which no business liapplication shall expire and be inactivated, and at least the minimarequest by the applicant, the Finance Director may grant extension are (State of Washington RCW 42-17-260. I understand that failure to comply we citation and prosecution pursuant to RMC 1.10.110.   | d of, or recycled at your facility?  bu have on site.  501 to 1,000 gallons/pounds   >1,000  cription of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of chemicals used at the company of the types of types o | TYES  Of gallons/p  t your facil  the date of  Upon write  ge. I acknowlection pursua | ounds  ilty:  itten  rledge ant to |

### Section H: Business License Fee Schedule 425.556.2193 businesslicense@redmond.gov

Minimum license fee is \$92.00.

Minimum fee covers up to 1,920 hours worked in Redmond in the calendar year.

Fee is based on total number of hours worked in Redmond by all owners, managers, employees and family members.

*Employee Definition*: Any person who performs work, labor, or services for a business and is on the business payroll. The term "employee" also includes all full-time, part-time, and temporary employees or workers on the business payroll and self-employed persons, sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents, or personal representatives acting in a fiduciary capacity.

Use either the "Reporting by Hours" method or the "Reporting by FTE" method to calculate the fee due.

## A. Reporting by Hours

## Determining the total number of hours employees worked within the city:

Note: Employers starting business in Redmond this year will need to estimate the number of employee hours to be worked from the date business started (will start) in Redmond until the end of the current calendar year. Business Licenses expire 12/31 of each year.

- Annual employee hours may be calculated based on the sum of employee hours on the four quarterly reports submitted to the Washington State Department of Labor and Industries for the previous year.
- The work figure used by L&I is 1,920 hours per year for a full-time employee.
- In addition to the annual employee hours reported on the L&I report, you must include employee hours for sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents or personal representatives acting in a fiduciary capacity.
- It will be the responsibility of the employer to determine the number of hours worked within the city.

#### Calculating the fee due (see box A at bottom of page):

- Enter the total number of employee hours and multiply by \$.047917 to determine the total amount due.
- The minimum fee for any license is \$92.00, which covers up to 1,920 hours worked in the calendar year. If the amount calculated is less than \$92.00 enter \$92.00 as "fee due". If the amount calculated is greater than \$92.00 enter that amount as "fee due".

OR

## B. Reporting by FTE

# Determining the number full-time equivalent employees in Redmond:

Note: Employers starting business in Redmond this year will need to estimate the number of employees who will work from the date business started (will start) in Redmond until the end of the current calendar year. Business Licenses expire 12/31 of each year.

- The number of employees shall be based on the sum of the full-time equivalent employees in the four quarterly reports submitted to the Washington State Department of Labor and Industries for the previous year, divided by four.
- In addition to the employees reported on the L&I report, you must include sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents or personal representatives acting in a fiduciary capacity in the employee calculation.
- For businesses with employees who work less than 1,920 hours, the total number of hours worked by all such employees during
  the four quarters of the previous year shall be added together and divided by 1,920 to determine the full-time employee
  equivalency.
- Businesses that did not file quarterly reports with the Washington State Dept. of Labor and Industries shall determine the number of full-time equivalent employees.

#### Calculating the fee due (see box B at bottom of page):

- Enter the total number of full-time equivalent employees and multiply by \$92.00 to determine the total amount due.
- The minimum fee for any license is \$92.00, which covers up to 1 full-time equivalent employee for the calendar year. If the amount calculated is less than \$92.00 enter \$92.00 as "fee due". If the amount calculated is greater than \$92.00 enter that amount as "fee due".

| Minimum<br>Fee         | A. Reporting by Hours Method   |
|------------------------|--|
| \$92.00<br>(1,920 hrs) | x \$.047917 = \$<br>No. of employee hours Fee due<br>(if less than 1,920 hrs, pay \$92.00 minimum fee) |

**OR** 

| B. Reporting by F  | TE Method |
|--|-----------|
| x \$92.00 =  No. of full-time equivalent employees (if 1 FTE or less, pay \$92.00 minimum) | Fee due   |